

“The Department strongly believes that creating a learning environment for the supervisory workforce will enable them to successfully deal with the workplace of the future. Establishing learning as an important part of the job will pay huge dividends to the state.”

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NEW 2015 Mandatory Supervisory Training Requirements

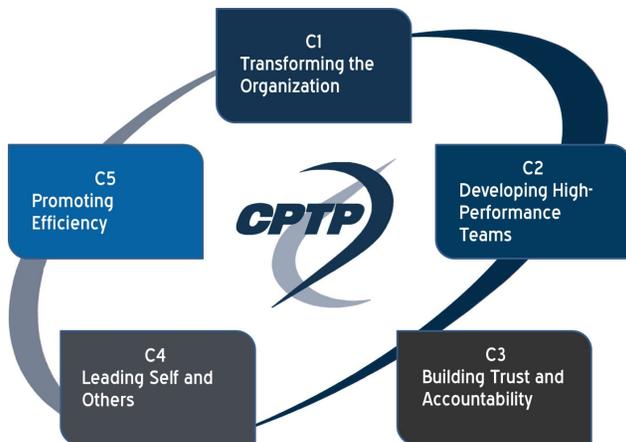
Effective January 1, 2015

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New 2015 Mandatory Supervisory Training Requirements

- These new training requirements are based on valid research into needed state competencies.
- The requirements on critical skills and competencies reach supervisors earlier in their careers, reducing potentially costly mistakes.
- The delivery of the classes takes full advantage of technology, blending web-based instruction with instructor-led instruction.
- The use of the blended learning approach of web-based courses and instructor-led courses will result in less time away from the workplace and less time required for course or program group completion.

State Competency Model



Required Time Frames

Group	Time Frames	Total Courses
Core	1 Year	6 Total Courses
		5 WBT, 1 ILT
Group 1	2 Years	9 Total Courses
		5 WBT, 3 ILT
		1 Elective
Group 2	1 Year	9 Total Courses
		6 WBT, 2 ILT
		1 Elective
Group 3	No additional requirements	Note: Must complete the 5 required Core WBT courses within 1 year

WBT = Web-Based Training, ILT = Instructor-Led Training

Inclusions and Exemptions

- All employees who become supervisors on or after January 1, 2015, will be subject to the provisions of the new Mandatory Supervisory Training Requirements.
- Supervisors who are already in their positions prior to January 1, 2015 will have until July 1, 2015 to complete their required training under the 2012 Minimum Supervisory Training Requirements.
- Supervisors who have not fully completed their required training under the 2012 training requirements by July 1, 2015 will be subject to the provisions of the new 2015 training requirements.

Assessment	Choice	Competency Courses	FLS	Sup Group	Core
Capstone ILT	P2P Conflict WBT/ Delegation WBT/ Teams I ILT	C5 Work Processes ILT	EI I WBT	G1	CS Essentials
Capstone ILT	Conflict Mgmt WBT/ILT Critical Thinking WBT/ Teams II ILT	C4 Inspira-tional Leader-ship WBT	EI II WBT	G2	Common Myths
Special Offerings TBA	Prior- itizing Tasks with Mission WBT	C3 Ethical Behavior ILT	SL I WBT	G3	Hiring and Retaining
		C2 Top Down Messages WBT	SL II WBT		Leave Mgmt
		C1 Change Mgmt WBT	DMWG ILT		Validating
Special Offerings TBA	Work/ Life Balance WBT	C4 Ethical Leadership WBT	Strategic Thinking WBT	G3	Capstone ILT (G3-not required)
		C3 Inspira-tional Leader-ship WBT	Strategic Thinking WBT		

FLS: Foundational Leadership Skills SL: Situational Leadership EI: Emotional Intelligence

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